



<b>Job Title</b>	<b>Ambulance Contract Administrator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>17261</b>

### Class Specification – Ambulance Contract Administrator

#### Summary Statement:

The purpose of this position is to monitor the emergency transport contract for the Colorado Springs Fire Department (CSFD). This is accomplished by monitoring all statistical, accounting, and financial components of the City's ambulance contract and ensuring compliance with all regulations pertaining to the contract.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
15%	Works closely with CSFD staff and City Finance Department on matters that pertain to the ambulance contract; creates and reconciles monthly financial reports, deposits, and expenditures in accordance with generally accepted accounting principles; and approves invoices.
35%	Prepares complex technical documents and proposals; reviews all performance metrics for compliance; and interprets, applies, and explains pertinent laws, policies, rules, and regulations.
35%	Prepares clear and concise administrative and financial reports; and coordinates all legal and contractual issues with the City Attorney and City Procurement regarding request for proposals for the multi-year ambulance transport contract.
15%	Coordinates vehicle insurance policy with Risk Management; and works closely with the ambulance provider and CSFD's Medical Division on service provision issues, complaints, and procedures.



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### **Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in accounting, public administration, business administration, or a related field.

**Experience:** Four years of full-time administrative, analytical, and/or budgetary experience including one year of administrative and/or lead supervisory experience.



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<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
ICS 100	Within 12 months of start date
ICS 200	Within 12 months of start date
ICS 300	Within 12 months of start date
ICS 400	Within 12 months of start date
ICS 700	Within 12 months of start date
ICS 800	Within 12 months of start date
Finance Section Chief certification	Within 18 months of start date
Certifications required in accordance with standards established by departmental policy.	

<b>Supervision Exercised:</b>
Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
<b>Supervision Received:</b>
Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

<b>Fiscal Responsibility:</b>
The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

<b>Physical Demands:</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized accounting software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: January 2015